
EFFECTIVE

August 1, 2014.

Subject(s)

1. Income from Self Employment
2. CDC Verifications.
3. CDC Program Requirements.
4. CDC Payments.
5. Provider Disqualifications.
6. CDC Need Calculation.

**1) Income From
Self-Employment****BEM 502**

Minor clarification.

**2) CDC
Verifications****BEM 702**

A new DHS-4025, Child Development and Care Provider Verification, is required at:

- At application.
- When adding a child to an active CDC case.
- When there is a break in provider assignments.
- When a new provider is being assigned to a child.

**3) CDC Program
Requirements****BEM 703**

Tutoring was added to study time policy for high school and approved activity need reasons.

Reason: Clarification.

Communication: Office of Workforce Development and Training.

4) CDC Payments**BEM 706**

A person whose license or registration has been revoked by the DHS Bureau of Children and Adult Licensing or a person whose

license or registration is currently suspended has been added to the list of individuals who may not receive CDC subsidy payments.

Information regarding tiered reimbursement for licensed and registered providers who have achieved a Great Start to Quality rating of 3, 4, or 5 has been added.

The maximum number of hours that can be authorized per child is 90 hours in a biweekly period.

The total number of hours that providers can be paid in a biweekly pay period has increased for unlicensed providers and family and group homes. The cap for centers remains unlimited.

Child absence hours cannot be billed in order to hold a spot for a child has been removed to be consistent with the Child Development and Care Handbook.

Reason: Legislative funding/policy clarification.

Communication: Office of Workforce Development and Training.

5) Provider Disqualifications

BEM 707

Modification was made to the Disqualification Process.

6) CDC Need Calculation

BEM 710

Ten hours of travel time per pay period is to be included in each parent/substitute parent's need calculation.

The maximum valid need hours is increased to 90.

Entry of the authorized hours into Bridges for a two-parent household has been clarified.

Reason: Legislative funding.

Communication: Office of Workforce Development and Training.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[BEM 502](#)

[BEM 702](#)

[BEM 703](#)

[BEM 706](#)

[BEM 707](#)

[BEM 710](#)